

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C-912A1
RECORDS RETENTION AND DISPOSAL SCHEDULE	
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Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
39	DETAINEE PROPERTY SHEETS COURTHOUSE COMMAND CENTER	1 YR - then destroy
40	DISCHARGE OF WEAPON REPORT EXECUTIVE OFFICER	40 YR - then destroy
41	DR-15A TALLY SHEETS & CONTROL LEDGER RECORDS SECTION	2 YR + CURRENT OR UNTIL AUDITED then destroy
42	ELECTRONIC SURVEILLANCE RECORDS SPECIAL ASSIGNMENT UNIT	40 YR - then destroy
43	EMERGENCY EVALUATION REPORTS CIVIL PROCESS UNIT	1 YR - then destroy
44	EMERGENCY PETITION FILES - ACTIVE DUTY DESK	UNTIL CLOSED then destroy
45	EMERGENCY PETITION FILES - CLOSED RECORDS SECTION	1 YR + CURRENT then destroy
46	EMERGENCY PETITION LOG DUTY DESK RECORDS SECTION	CURRENT 3 YR - then destroy
47	EMERGENCY PETITION SERVICE REPORTS CIVIL PROCESS UNIT	1 YR - then destroy
48	EVIDENCE DESTRUCTION LOG EVIDENCE COORDINATOR	20 YR - then destroy

Schedule Approved by Department, Agency, or Division Representative Date: <u>10/24/01</u> Signature: <u><i>James W. Hagy</i></u> Typed Name: <u>James W. Hagy</u> Title: <u>Sheriff, Frederick County, MD</u>	Schedule Authorized by State Archivist Date: <u>NOV 06 2001</u> Signature: <u><i>Edward C. Papenfuss Jr.</i></u>
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Item No.	Description	Retention
156	WARRANT SIGN OUT LOG RECORDS SECTION	3 YR + CURRENT - then destroy
157	WARRANT TRANSMITTAL RECORDS SECTION	1 YR + CURRENT - then destroy
158	WEAPONS QUALIFICATION RECORDS TRAINING COORDINATOR	40 YR - then destroy
159	WRITS OF EXECUTION - SERVED EXECUTIVE ASSISTANT'S OFFICE	12 YR - then destroy
160	JUDICIAL OPERATIONS SCHEDULE JUDICIAL OPERATIONS COMMANDER	3 ½ YR - then destroy

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